**Career Objective**

To seek a challenging career in a professional organization which provides new horizons and excellent working environment where my potential can be optimized.

**Work Experience**

* **Warehousewale.com**

**March 2018**

**Hr. Executive**

* End to end recruitment.
* Job posting, screening, taking interview for specific position/profile according to candidate required
* Recruit, screen, interview, hire and dismiss employees as necessary.
* Compile and update employee records (hard and soft copies)
* Convey the Policies and rules to the employees
* Track the daily attendance of the employees.
* Prepare the employees performance report and monitor employee progress.
* Attend to employee complaints and work to resolve conflicts
* Initiate and implement any necessary changes to help boost worker productivity
* Initiate and implement any necessary changes to help boost worker productivity
* Prepare employee salary report.
* **Trove Consulting Pvt. Ltd.**

March2017 to dec 2017

**H.R. Recruiter**

* Screening and shortlisting the resume as per the requirement and conducting the preliminary screening.
* Source and attract candidates by using databases, social media etc
* Follow up with the candidates.and organizing Telephonic/face to face interview.
* Develop and update job descriptions and job specifications
* Perform job and task analysis to document job requirements and objectives
* Ensuring that the candidates joining on a time by keeping contact touch with them.
* **Atlas Recruitment Solutions & Corporate Services.**

Nov2016 to Jan2017

As H.R. Recruiter

* Handling Complete Life-cycle of Recruitment.
* Screening and shortlisting the resume as per the requirement.
* Follow up with the candidates.
* Understanding the clients requirement and matching the profile of the candidates as per the client requirements and shortlisting the candidates from the databank.
* **VLCC Health care ltd.**

Feb 2010 –decdietician-

* Select,instruct, motivate,and supervise staff members to complete tasks to meet company needs.
* To have all relevant recorded accurately by staff from time to time and
* Generate valid, accurate and specific records as desired by Corporate Technical Team for R& D.
* .Ensure all documentations, daily follow up of clients to ensure executions in validity period.
* Plan/monitor outdoor duties incase Company organizes events beyond centre premises
* Liaise with Corporate Technical team for relevant advice pertaining to a specific case and for valuable inputs and insights on slimming procedures and techniques
* Preparing periodic performance reports for the management based on employees functioning also managing and supervising the working of employees.
* Maintain staff progress record , evaluate their performance.
* **ASHA BOOKS Pvt. Ltd.**

June 2009 to Nov 2009

As **office supervisor**

* Assign certain duties to the employee, explaining how those duties are to be done
* Initiates or coordinates the preparation of reports and maintenance of records pertaining to the operation of the work unit
* Handling all issues involving employee complaints or questions

**Professional Education**

**Post Graduate Diploma in Management(PGDM)**(Full Time) ShriRamswaroop Memorial College of Engineering and Management

**Academic Education**

**Bachelors of Science: (B.H.Sc)** M.V.PG.College, University of Lucknow

**Computer Knowledge**

* Basic knowledge of computer including Microsoft office, word and excel and Cab software.

**Personal Information**

* Languages known: Hindi and English
* Nationality: Indian

**SAUMYA TEWARI**